



FORENSIC OPERATIONS MANAGER
Regional AFIS (Automated Fingerprint Identification System) Section
Annual Salary Range: \$61,118.40 – 77,176.08
Job Announcement No.: 03LW3725
OPEN: 9/10/03 CLOSE: 10/22/03

WHO MAY APPLY: This Civil Service position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Human Resources Division, 500 Fourth Avenue, Room 450, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: Submit the following: [King County Application Form](#), Applicant Data Sheet, Supplemental Questions, Self-Screening Background Questionnaire, and your PROFESSIONAL RESUME.

WORK LOCATION: Downtown Seattle with necessity to drive to the Regional Justice Center in Kent, and to precincts, contract cities, and suburban cities throughout King County.

WORK SCHEDULE: This position is not overtime eligible. The position is primarily day shift, but the Forensic Operations Manager must be available for a flexible schedule to accommodate interaction with staff who works during grave and swing shifts, including weekends. May be called out to crime scenes; may work shifts including weekends.

PRIMARY JOB DUTIES INCLUDE: high level technical manager skills with ability to oversee operations in the Regional AFIS Section of the King County Sheriff's Office.

- Assists in the research and preparation of highly complex technical and management reports, as well as official Departmental correspondence relative to the direct development of technical systems and the operation of the Regional Automated Fingerprint Identification System.
- Creates, implements, problem solves, changes if necessary, and maintains if appropriate, policies and procedures to effect optimum efficiency and effectiveness in the Latent and Photographic Laboratories within the Regional AFIS Section.
- Promotes external communication and public relations by functioning as the Forensic Latent and Photographic Operations Liaison between the King County Regional Forensics Operations and the King County Suburban Jurisdictions, Seattle Police Department, Bellevue Police Department, King County Sheriff's Office Precincts, and Contract Cities for any operational issue or concern that may arise.
- Supervises three (3) first-line supervisors who in turn supervise a total of 23 highly skilled technical and administrative specialist staff. This will include managing the Laboratories, staff, daily operations, and projects of these areas. It involves all short and long-range planning relative to the effectiveness and efficiency of the operations.
- Monitors personnel issues, resolves conflicts, mediates disputes, and makes recommendations on hiring decisions and disciplinary actions.
- Advises and assesses internal quality assurance program activities for the Forensic Latent Laboratory in regards to its use of AFIS Latent Print searches on King County Regional, Washington State Patrol, Federal Bureau of Investigation, and Western Identification Network AFIS systems
- Directs the preparation of analysis, reports, and forecasts for budget preparation, AFIS levy preparation, and current status review. (Note that the Forensic Identification Lab is funded from the AFIS Levy and the Forensic Photography Lab is funded from the King County Sheriff's Office operational budget. Thus two separate budgeting processes are required.)

QUALIFICATIONS: Four-year college degree is required in Natural or Applied Science (Criminology, Chemistry, Biology), Public or Business Administration, Communications or related field. One (1) year supervisory experience may be substituted for each year of required education in a medium to large identification section, to a maximum of four (4) years. Minimum of five (5) years work experience in the highly technical and specialized field of Latent Fingerprints,

Crime Scene Processing and Forensic Photography; three (3) years of supervisory experience in a mid- to large identification section; and basic and advanced fingerprint training given by the FBI. Advanced Administrative Latent Fingerprint Course and Advanced Photography Course instructed at the FBI Academy in Quantico, Virginia is highly desirable. **KNOWLEDGE AND EXPERIENCE IN THE FOLLOWING AREAS:** AFIS Computer System, Fingerprint Science and Technology, and Forensic Photography. Also required is a thorough knowledge of Community Oriented Policing concepts, facilitation, negotiation, a record of innovation in problem solving approaches to identified projects public relations, team building, and oral presentation and written skills. Project management skills are highly desirable. **NECESSARY SPECIAL REQUIREMENTS:** Valid Washington State Driver's License. Occasional lifting. Under State law, applicants for Civil Service positions must be US citizens, and must be able to read, write, and speak the English language.

UNION MEMBERSHIP: Union Local 519 membership is required.

CLASS CODE: 8905

Forensic Operations Manager Selection Process

1. This recruitment will create a list of competitive candidates to fill the vacancy of Forensic Operations Manager. Applicants must submit the King County Application Form, Applicant Data Sheet, Self-Screening Questionnaire, completed Supplemental Questions and a resume to the King County Human Resources Division by 4:30p.m. on the due date.
2. Applicants meeting the basic qualifications will be further screened based on the ability to follow instructions, clarity, completeness, and content of their responses to the supplemental questionnaire by subject matter experts. Successful candidates will then be contacted for oral board interviews; however, other testing may be included.
3. All applicants will be notified, in writing, of the status of their application, within 6 to 8 weeks from the closing date.

Applicant Name: _____

SELF-SCREENING BACKGROUND QUESTIONNAIRE

In order to apply for the King County Sheriff's Office, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. All answers will be verified in the course of the required background investigation and polygraph examination. **Dishonest answers will be grounds for rejecting your application.** If you have questions regarding the meaning of any statement listed below, or you have committed illegal actions (whether or not you were caught) other than very minor actions, such as stealing a pencil from your employer or a candy bar as a child, seek clarification with our Background Investigator at (206) 296-4074 **before** you submit your application.

| | | |
|---|-----|----|
| 1. Are you now a United States citizen? | YES | NO |
| 2. Can you read, write and speak the English language so as to be easily understood? | YES | NO |
| 3. Will you agree to a criminal history background check as part of the initial application screening process? | YES | NO |
| 4. Have you been convicted of a felony as an adult? | YES | NO |
| 5. Have you bought, sold, possessed, transported or used marijuana within the last three years? | YES | NO |
| 6. Have you bought, sold, possessed, transported or used any other controlled substance such as, cocaine, opiates, LSD, or other illegal non-prescription drugs within the last five years? | YES | NO |
| 7. Have you ever committed any serious illegal acts (whether or not you were caught)? (This does <i>not</i> include crimes such as shoplifting a pack of gum as a juvenile.) <i>Note: Misdemeanors committed after the age of 18 will be screened on an individual basis.</i> | YES | NO |
| 8. Do you exceed the 6-point driving violation limit for the most recent 36 months, when the King County Sheriff's Office driving standards are applied to your driving history? | YES | NO |

KING COUNTY SHERIFF'S OFFICE DRIVING STANDARDS

(For 36 months preceding the date of application)

| <u>Violation</u> | <u>Points</u> | <u>Violation</u> | <u>Points</u> |
|---|---------------|---|---------------|
| Revocation of driver's license | 8 | Hit and run (unattended) | 6 |
| Denial of issuance of driver's license | 8 | Driving while driver's license suspended (DWLS) | 4 |
| Negligent homicide | 8 | Speeding in excess of the posted limit: | |
| Driving while intoxicated (involving an accident) | 8 | 0 – 14 over | 2 |
| Driving while intoxicated (no accident involved) | 6 | 15 – 19 over | 3 |
| Reckless driving (involving an accident) | 8 | 20 – 25 over | 4 |
| Reckless driving (no accident involved) | 6 | Over 25 | 6 |
| Negligent driving (involving an accident) | 6 | Convictions or forfeitures for other moving | |
| Negligent driving (no accident involved)) | 4 | violations: | |
| Hit and run (attended) | 8 | each violation involving an accident | 4 |
| | | each violation not involving an accident | 2 |

Signature: _____

Date: _____

Forensic Operations Manager

Supplemental Questions

Please write clear, concise and complete answers to each of the following questions on separate, plain white, 8.5 x 11 paper. Handwritten answers will not be accepted. Identify each page with your name and the date on the top right corner of each sheet of paper that you submit. These questions, along with your application will allow raters to assess your ability to perform critical elements of the job. In addition, your answers will be evaluated for content and effectiveness, as well as spelling, grammar, punctuation.

1. Describe your supervisory and management style.
2. Scenario: You are the newly appointed Forensic Operations Manager for King County. First-line staff of one of your units comes to you with complaints of harassment, bigotry, and intimidation by their unit supervisor. What would you do? Be detailed in addressing your plan of action. Be sure to include all concerns and potential risk factors.
3. Scenario: One of the Suburban Live Scan agency's representatives is dissatisfied with one of your units' operational procedures. Not only are the complaints getting increasingly hostile and attacking during public meetings, they are actively spreading discontent among the other suburban users and creating a negative attitude towards the program. How would you handle this situation? Be detailed and specific in addressing this problem.